



Committee of the Whole Meeting

Date: Tuesday, March 7, 2023

Time: 9:00 a.m. – 4:00 p.m. Pacific

Format: In-Person meeting with call-in option.

Meeting Location/Login Instructions:

It will be easier to participate in this meeting in-person, as compared to online, due to its workshop format.

Meetings are Recorded.

In Person:

Room 120/120A, Consolidated Information Center
Washington State University Tri-Cities
2770 University Drive, Richland, WA 99354

Microsoft Teams:

Note: This meeting has a unique link/phone number.

- Join on computer or mobile app. [Click here](#)
- Call in (audio only). [509-600-2010](#), 445 849 5#

Meeting Topics:

1. Overview of Operations Workgroup activities
2. Review of direction and focus for HAB advice from key requirements documents
3. Development of the committee optimization recommendations from the Operations Workgroup
4. GROUP RECOMMENDATIONS: How to address cross-cutting issues that impact all committees
5. GROUP RECOMMENDATIONS: Descriptions of HAB committees and their scopes of work
6. GROUP RECOMMENDATIONS: Names of HAB committees
7. GROUP RECOMMENDATIONS: Implementing new committee improvements

Item	Time	Topic	Purpose	Lead(s)	Documents
1	9:00 a.m.	Opening			
		Commencement	Protocol	Deputy Designated Federal Officer	
		Introduction & Administrative Review	Information	Ruth Nicholson, HAB Facilitator	
		Welcome and Meeting Ground Rules	Information	Susan Coleman, HAB Chair	Meeting Ground Rules Slide
		Agenda Review	Information	Susan Coleman	Meeting Agenda
		Announcements	Information	Susan Coleman	
2	9:15 a.m.	Overview of Operations Workgroup Activities			
		What work has been accomplished & what work is currently being done by the Workgroup?	Information	Operations Workgroup Member	
		Agency perspectives	Information	DOE staff EPA staff ECY staff	

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		Board questions	Information	Ruth Nicholson	
3	9:45 a.m.	What is the Scope of HAB Work?			
		On what topics does the HAB issue advice?	Information <i>5 minutes</i>	Operations Workgroup Member	Sticky notes on Wall #1
		How did the Workgroup group these topics?	Information <i>5 minutes</i>	Operations Workgroup Member	Sticky notes on Wall #2
		Do the groupings make sense?	Group Activity <i>20 minutes</i>	Ruth Nicholson	
		Board observations & questions	Discussion <i>15 minutes</i>	Ruth Nicholson	
4	10:30 a.m.	BREAK			
5	10:45 a.m.	Cross-Cutting Issues & Topics			
		How should the HAB incorporate cross-cutting issues in committees or other ad hoc groups?	Discussion	Ruth Nicholson	
6	11:30 a.m.	TPA Agency Reflections			
		Agency perspectives on the group's work this morning	Information	DOE staff EPA staff ECY staff	
7	11:45 a.m.	Working Lunch – Each group selects the order & location in which to do these activities			
		Each meeting participant selects a committee or group to work with over lunch	Action	Ruth Nicholson	Post a list of committees & other groups (reflecting the morning's work)
		Develop a three- to four-line (under 50 words) description of your committee or work group	Discussion & Action	Individual groups	Template for capturing small group results
		Identify at least one name for your committee or work group	Discussion & Action	Individual groups	Template for capturing small group results
		Eat lunch	Action	Individual groups	

Item	Time	Topic	Purpose	Lead(s)	Documents
8	1:30 p.m.	Committee Names & Scopes of Work			
		Report out from each lunch group of proposed names & scopes of work for committees	Information	Susan Coleman	
		Board discussion: What does the full group recommend for specific committees (names & scopes of work)?	Discussion & Decision	Ruth Nicholson	
9	2:30 p.m.	PUBLIC COMMENT			
10	2:45 p.m.	BREAK			
11	3:00 p.m.	Implementing Committee Improvements			
		<u>Logistics:</u> How do people sign up for committees? How/when will committee leadership elections be held? When will new committees start to meet?	Information	Susan Coleman, HAB Chair Miya Burke, HAB Vice Chair	
		<u>Work Planning:</u> How will committees develop work plans for Fiscal Year 2023 and/or 2024?	Information	Susan Coleman Miya Burke	
		Other considerations	Discussion	Susan Coleman Miya Burke	
12	3:30 p.m.	Next Steps & Board Business			
		Next steps in committee optimization	Discussion	Susan Coleman	
		Upcoming meetings & activities	Discussion	Susan Coleman	
13	4:00 p.m.	Adjourn	Protocol	Deputy Designated Federal Officer	

The Hanford Advisory Board (HAB) and its committees welcome public comment on cleanup of the Hanford Site from those who are not officially appointed members of the HAB. Those wishing to make public comment during the meeting should notify the facilitator. The chair will be informed of the request and may invite public comment at the conclusion of any agenda item.